

Chief, Management Staff

Chief, GM Staff (DD/T Area)

Work Report Week Ending 10 October 1956

11 October 1956

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10/11

Accomplishments

1. Project 6-28, Establishment of Correspondents Section, Correspondents and Records Branch, Security Support Division, G. 25X1A9a

- a. Analyzed and prepared functions for establishment of Correspondents Section.
- b. Developed workload reporting system to facilitate analysis and control of operations by field office concerned and also reflect aggregate totals in an overall summary.
- c. Organized distribution of work in Correspondents Section to improve control of assignments and, also, to provide for more realistic job descriptions of individual employees.
- d. Demonstrated advantages of use of flow charts for training and control of operational routines, both in headquarters and field offices.
- e. Developed a means to strengthen investigative and operational support programs by using field trips for personal coordination with Resident Agencies and Correspondents on policy and procedures as well as for inspection purposes.
- f. Conducted research on the functional jurisdiction of the duplicating activity in GM Branch and made determination that it is part of an operating system and not an administrative support element.
- g. When approved by the Director of Security, the survey will provide a means of clarifying the division of responsibility in the GM Branch and, also, relations with the Administration and Training Staff.

25X1A8a

2. 6-1028, Transfer of Slot From Office of Headquarters to [REDACTED] Office. Completed.

25X1A9a

25X1C10b

3. 6-1044, Change of Name [REDACTED] [REDACTED] completed. FOIAb3b1

4. Response to AD/T Request for Nominations to Senior Defense Colleges and Advanced Management Programs. [REDACTED]

25X1A9a

Assignments Active This Week

5. Project 6-45, OCB Space Study - At request of DD/I an analysis of overcrowding in OCB and appropriate recommendations for improvement. [REDACTED] (DI/A-SD/I, 17 October) 25X1A9a
6. Project 5-46, Preparation of Statements of Mission and Functions of the CIA SLINT Staff Officer and other Agency participants in the SLINT Program. [REDACTED] (SLINT Staff Officer, 1 November) 25X1A9a
7. Project 6-47, Survey of Procedures for Insuring that Separating Employees Conclude All Business with CIA Prior to Separation. [REDACTED] (DI/A, 15 Nov.) 25X1A9a
8. Project 6-48, Examination of Proposed OCB Reorganization. [REDACTED] (AD/RH, 31 December) 25X1A9a
9. Project 6-49, Reorganization of Acquisitions Branch, CIA Library. [REDACTED] (15 December) 25X1A9a
10. Project 6-50, Study of Workload Procedures, Layout and Equipment of Acquisitions Branch, CIA Library (CIA Librarian). [REDACTED] (15 November) 25X1A9a
11. Project 5-62, Implementation of Recommendations, OCB 4-Registers Survey. [REDACTED] (11 October) 25X1A9a
12. Suggestion No. 2548, Change in Name of North Atlantic Treaty Organization. [REDACTED] (26 October) 25X1A9a

Assignments Inactive This Week

13. Project 6-43, Personnel Records Survey, Phase II - Study of State Dept. Systems and Previous Systems Used in DI/P. [REDACTED] (5 November) 25X1A9a
14. Application of Electronic Computers in DI/I. [REDACTED] (31 December) 25X1A9a
15. Examination of Organization and Functions of Photo Intelligence Division, CIA. [REDACTED] (1 January) 25X1A9a
16. Assistance to DI/I in Reduction of T/O and Ceiling and Necessary Related Realignments. (Ass't. to the DI/I (Admin)) [REDACTED] (1 Jan.) 25X1A9a
17. Suggestion No. 2521, Use of Chain Envelopes for Disseminating Documents from Acquisitions Branch, CIA Library. [REDACTED] (1 November) 25X1A9a
18. Training.
- 25X1A9a Effective Writing - 4 hours [REDACTED].

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